In the Public Disclosure and Verification section of the Assessment Tool, Question D4 asks:

**D4. Have any of your company’s responses to the questions in the Assessment Tool been verified by an independent, third party? (8 points)**

_**Response Options**_

Check only one response option. Our company’s response options have been verified by an independent third party for:

- a. none to one of our response options
- b. two to four of our response options
- c. at least eight of our response options
- d. at least twelve of our response options
- e. all response options except D2, D3, and D4

This addendum to the _Guidance for Using the CFP Assessment Tool_ provides guidelines on how to demonstrate verification of response options to Question D4. The addendum draws upon verification procedures used by other organizations, such as the Global Reporting Initiative (GRI) and the Carbon Disclosure Project (CDP). These organizations identify high level principles, define specific guidelines, and either refer directly to, or specifically approve international assurance standards such as the International Auditing and Assurance Standards Board’s (IAASB) ISEA 3000, an international framework for assurance engagements, and AccountAbility’s AA1000AS Assurance Standard, designed to confirm the accuracy and quality of sustainability performance and reporting.

Before contracting with a third party for verification of response options to the Assessment Tool questions, the CFP recommends sharing this addendum with potential contractors and asking whether they comply with the guidelines. This documentation, along with the verification results, should be shared with the CFP when responding to Question D4. The CFP will not disclose the documentation or the verification results without permission from responders.
### Guidelines for the CFP Assessment Tool Question D4—Verification

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Description</th>
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<tbody>
<tr>
<td>Independence</td>
<td>There should be unambiguous separation of responsibilities for preparation of the chemicals management verification report from those who are ultimately accountable for the data. Use of third-party organizations is required to perform this verification.</td>
</tr>
<tr>
<td>Competence &amp; Ethics</td>
<td>Verification practitioners should be clearly competent in both verification and chemicals management practices. The verifying company should have consistent and documented verification project standards that are required to be used for all verification projects. The verifying company and its practitioners should be subject to a code of ethics consistent with or as demanding as the International Ethics Standards Board for Accountants’ (IESBA) Code of Ethics for Professional Accountants related to assurance engagements, and including standards for integrity, objectivity, professional competence, and due care.</td>
</tr>
<tr>
<td>Subject Matter</td>
<td>The chemicals management data content should be relevant to the end users of the information and should be capable of being objectively measured.</td>
</tr>
<tr>
<td>Criteria</td>
<td>The verifying company should use a documented and consistent methodology for performing the verification procedures, and should demonstrate to the responder company how its methodology meets the CFP Verification Guidelines.</td>
</tr>
</tbody>
</table>
| Quality Control                    | The verifying company’s quality control structure should be consistent with International Standard on Quality Control’s ISQC 1 guidelines, designed to maintain a high level of quality of verification work. The ISQC Quality Control system includes guidelines on:  
  - leadership responsibilities for quality within the company;  
  - ethical requirements;  
  - requirements whether to accept, continue, or discontinue an engagement;  
  - human resources management;  
  - how to be sure engagements are performed appropriately; and  
  - monitoring the quality control system to maintain its adequacy and effective operation |
| Sufficient and appropriate evidence | The verifying company should determine to what extent the information is being reported in a reasonable and balanced manner, and whether the available data are sufficient to make that determination. |
| Results Report                     | The verifying company should produce a Results Report for the intended audience with its assessment of the veracity of the chemicals management information reviewed. The intended audience for the report may range from purely internal resources, to external stakeholders, to the general public. The Results Report should be shared with the CFP to confirm performance of the verification work. |

*The Chemical Footprint Project (CFP) is a project of Clean Production Action. The founding organizations of the CFP are Clean Production Action, Lowell Center for Sustainable Production at the University of Massachusetts Lowell, and Pure Strategies.*

**Clean Production Action** is an environmental organization that advances safer alternatives to toxic chemicals through its GreenScreen® and BizNGO programs. BizNGO is a unique collaboration of businesses and NGOs working together to promote safer chemicals and drive innovation into and across supply chains and government regulations.  
[www.cleanproduction.org](http://www.cleanproduction.org)

**The Lowell Center for Sustainable Production** is a research institute that works collaboratively with citizens, workers, businesses, and governments to create healthy work environments, viable businesses, and thriving communities that support sustainable production and consumption.  
[www.sustainableproduction.org](http://www.sustainableproduction.org)

**Pure Strategies** is a leading sustainability consultancy that helps companies improve environmental and social performance through green product design and production, sustainable materials, strong community relationships, and transparent measures of progress.  
[www.purestrategies.com](http://www.purestrategies.com)

[www.chemicalfootprint.org](http://www.chemicalfootprint.org)